



ARNOLD SCHWARZENEGGER, Governor
SUNNE WRIGHT MCPEAK, Secretary, Business, Transportation & Housing Agency
JEFF DAVI, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer
Job Opportunity

PROGRAM TECHNICIAN II

Sacramento

Permanent — Full-time

The Department of Real Estate has one opening in its Licensing Brokers Section for a Program Technician II. The position is located at 2201 Broadway in downtown Sacramento and is permanent, full-time.

Duties of the position include:

- Analyze, interpret, investigate, verify and accurately enter broker and corporation officer license renewals.
- Review deficiencies regarding continuing education to determine if a licensee has made a good faith effort in completing continuing education and is eligible for a 90 day extension.
- Process changes to existing broker, officer and corporation licensing records.
- Provide telephone coverage on incoming public lines providing laws, rules, regulations and policies of Real Estate law and the Department of Real Estate.
- Other duties as required.

Required qualifications:

- Excellent technical and analytical skills.
- Ability to communicate effectively, both orally and in writing.
- Excellent interpersonal skills.
- Patience and tact in dealing with the public, staff members, and others.
- Knowledge of and ability to interpret and apply Real Estate Licensing laws, rules, regulations, policies and procedures.
- Ability to function independently or as part of a team.
- Ability to work well under pressure and within mandated timeframes.
- **Ability to successfully demonstrate keyboarding skills. A keyboarding skills test will be given, however, if you have a current typing certificate (40 wpm or greater), you will not have to take the keyboarding skills test.**

Desirable qualifications:

- Dependability and excellent attendance.
- On-line inquiry computer experience.
- Ability to lift up to 10 lbs. as required.
- Personal computer experience using Word or equivalent application.

Who may apply:

Current State employees at the Program Technician II level, those who are transferable to the class, and those individuals who have recently participated in DRE's Program Technician II examination. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application.**

Salary Range: \$2465 - \$2998

Submit Applications to:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0797 or CALNET 8-498-0797

For information on the position contact:

Tammy Jorrin, SPT II
Broker Licensing Section
(916) 227-0931 or CALNET 8-498-0931

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

FINAL FILING DATE: FEBRUARY 8, 2006

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.